

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Senior Project Manager
Position number	709315
Division/Business Unit/Branch	Environment, Heritage and Land/Heritage and Land Tasmania/Land Tasmania Directorate
Award/Agreement	Tasmanian State Service Award
Classification	General Stream, Band 8
Position Status	Fixed Term
Full Time Equivalent (FTE)	1.0 FTE (minimum 0.80 FTE, by negotiation)
Ordinary hours per week	36.75 hours (minimum 29.40 hours, by negotiation)
Location	Hobart
Reports to	General Manager, Heritage and Land Tasmania

Position Purpose

The purpose of the role is to manage the All Hazards Spatial Infrastructure (AHSI) project to design, procure and implement a contemporary web based mapping infrastructure which replaces and integrates with, components of the Land Information System Tasmania.

Major Duties

- Manage and implement the AHSI project to meet project objectives and timelines.
- Lead or manage resources in a team or teams in a multi-themed workstream environment to deliver assigned projects and activities and provide leadership for change.
- Initiate and undertake high level research, investigations and analysis in cooperation with others to deliver required outputs, including preparing any relevant briefs, submissions, reports and communications.
- Establish, maintain and develop effective relationships with key stakeholders, including being sensitive to a range of needs while delivering agreed changes or project outcomes as well as planning and/or leading stakeholder engagement and communication activities.
- Utilise the Department's Project Management Framework to plan and support delivery of the project and its priorities including the provision of high-level strategic advice to project steering committees and key stakeholders; addressing performance objectives, milestones and outputs; developing solutions to project based issues as they emerge and plan, mitigate and manage project risks.
- Represent the Agency across a range of forums in a consultative role involving high level, complex and sometimes sensitive negotiations encompassing a range of issues related to the AHSI project.

Responsibility, Decision Making and Direction

As a Senior Manager, the occupant of the position is:

- accountable for the performance and development of staff within the Project team and is responsible for regularly reviewing the performance of supervised staff against agreed performance objectives, milestones and measures;
- responsible for the efficient and effective operation of the function or program requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
- expected to demonstrate a high degree of initiative and judgement in providing timely, high level advice to senior management and will be expected to manage allocated projects and coordinate sub-projects and to achieve objectives within agreed project timeframes; and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System and for promoting the principles of managing diversity.

The decision making and direction in relation to the role are that:

- reports directly to the General Manager, Heritage and Land Tasmania; and
- has considerable operational autonomy with operational direction according to government policy and broad corporate objectives.

Knowledge, Skills and Experience (Selection Criteria)

1. High level specialised knowledge, expertise, and extensive experience in contemporary project management practices with experience in delivering web based spatial information system solutions or similar, in either cloud, on premise or hybrid infrastructure environments.
2. Highly developed management skills and demonstrated capacity to manage human, physical, financial and information resources in a strategic project environment. A sound knowledge and understanding of change management, procurement management, policy development and business planning.
3. Demonstrated leadership qualities, including the ability to motivate and gain the co-operation of others in the achievement of challenging, difficult and sometimes conflicting objectives. The ability to foster a team environment and to monitor efficiency and effectiveness leading to successful project completion.
4. Excellent communication, representation, negotiation, and conflict resolution skills. Demonstrated ability to develop productive relationships with specialists and stakeholders in various fields and to share ideas to resolve problems.
5. Highly developed conceptual and reasoning skills. Flexibility, creativity, and innovation regarding the change management required for strategic projects and policy activities.
6. Demonstrated capacity to plan, organise, schedule, and deliver project outputs and to modify approaches and adapt to change requests throughout the project lifecycle.

Position Requirements

Desirable Qualifications and Requirements

- A degree or an equivalent qualification relevant to the nature of the work to be undertaken, as provided by a university, a vocational education organisation or a registered and accredited training provider.
- A current motor vehicle driver's licence

About Us

The Department of Natural Resources and Environment Tasmania (NRE Tas) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.nre.tas.gov.au provides more information.

Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout NRE Tas.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at www.dpac.tas.gov.au/divisions/ssmo.